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MARINE CORPS ORDER 3500.20A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PARACHUTING AND DIVING POLICY AND PROGRAM ADMINISTRATION

Ref: (a) NAVSEALTR 10560 SER 00C/3112
(b) MCO P1000.6G
(c) MCO P1200.7V
(d) DOD FMR VOL 7A
(e) MCO 3500.27
(f) MCO 13480.1
(g) MCO P5102.1

Encl: (1) General Policy and Administration
(2) Parachuting Policy and Administration
(3) Diving Policy and Administration
(4) Sample Permissive Orders Format
(5) Sample Job Quality Record

1. Purpose. To establish policy and assign responsibilities for the conduct of the Marine Corps Parachuting and Diving Programs to include operations, training, supply, equipment and related maintenance, safety, and administration.

2. Cancellation. MCO 3500.20.

3. Policy

a. General. Per references (a) through (g) the policies and procedures described herein are intended to maximize unit and individual combat effectiveness, inter-operability, and safety. Commanders and cognizant personnel will ensure that unit and activity programs are administered in accordance with the spirit and letter of this Order. Rules and procedures in this Order may deviate from references to meet unique Marine mission requirements and are authorized when conducting operations. Enclosure (1) provides generic guidance for the implementation of both the parachuting and diving programs within Marine Corps activities. Enclosures (2) and (3) provide specific guidance for parachuting/ diving policy and administration. Enclosures (4) and (5) are provided to facilitate standardized administration of parachuting and diving programs.

b. Safety. Due to the hazardous nature of all parachuting and diving operations, safety is paramount in all training exercises. During combat operations, safety policies and prescribed operating procedures will be adhered to unless mission accomplishment is jeopardized by the policy/procedure. Commanders and other cognizant personnel will exercise extreme caution whenever modifying or waiving approved procedures, techniques or equipment. When operationally feasible, requests for waiver or modification of standard procedures, techniques or equipment as established by this Order will be submitted via the appropriate chain to DC, PP&O (POE). Expeditionary reporting of equipment or procedural failures/deficiencies and accidents shall be reported per references (f) and (g) and enclosure (1) of this order.

c. Multi-Service Doctrine and Relationship to Marine Corps Policy. The Marine Corps recognizes the responsibility of the U.S. Army and U.S. Navy as the

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Executive Agents for military parachuting and diving respectively. Marine Corps employment of its equipment and doctrinal manuals, as described herein, requires selected modifications due to unique Marine Corps requirements. Enclosure (2) through (4) contains these adopted or multi-service manuals. Specific permanent changes will be listed subsequently to each manual as they are identified and approved. Active monitoring of these publications by activities and personnel involved in parachuting and diving operations ensures procedures, techniques, modifications are current. Identification of required modifications is encouraged. Requests will be submitted through the appropriate chain of command to DC, PP&O (POE) for validation and inclusion in this Order.

d. Authorized Personnel

(1) Operational Billets. The Marine Corps trains to meet only valid operational requirements. As such, quotas to all parachute/diving courses will be used exclusively to train Marines assigned, or in receipt of DC, M&RA (MMEA/MMOA) or unit orders, for billets authorized in current Tables of Organization (T/O). Exceptions to this policy are addressed in paragraph 1d of enclosure (1). Authorized billets will be indicated in the T/O by one of the parachuting and/or diving MOS (i.e., MOS's 0451, 8652, 8653, 8654, 9952, 9953, and 9962). Authorization for military freefall (MFF) billets will also be stipulated in each T/O's footnotes. In addition, in order to meet urgent and unique operational requirements, training for personnel not assigned to an approved T/O line may be conducted. Approval, however, will be on a case-by-case basis from DC, PP&O (POE).

(2) Air Delivery. Only DC, M&RA (MMEA/MMOA) in coordination with DC, I&L (LP) has the authority to order Marines to receive parachute qualification in preparation for an assignment as for MOS 0451, Air Delivery Specialist (rigger).

(3) U.S. Navy Personnel. Navy officers and Sailors are subject to this Order while assigned to Marine Corps units and activities except as stipulated in the Navy Military Personnel Manual NAVPERS 15560C. Unless otherwise stated, all references to Marines include Navy officers and Sailors assigned to Marine Corps units.

(4) Permissive/Unfunded Orders. Authorizing Marines to attend parachute and/or diving courses on permissive or unfunded TAD orders, with or without a valid operational requirement is strictly prohibited, except as described in enclosures (1) through (3). The purpose for this restriction is to avoid unnecessary instructor overhead at U.S. Army and Navy schools. Commanders are encouraged to seek training opportunities that have more beneficial use to the operating forces and in the career development of their Marines.

(5) Authorized Courses of Instruction. Only those Marines who have successfully completed a CG Training Command (C 47) approved parachuting or diving course may be designated and participate in operations/training as a basic static line parachutist, military freefall (MFF) parachutist, High Altitude/High Opening (HAHO) static line parachutist, static line or MFF jumpmaster, Tandem Master, parachute rigger, airdrop load inspector, combatant diver, diving supervisor, or diving equipment maintenance technician. Foreign and civilian courses of instruction in the above related specialties (except some equipment related courses), unless certified by the appropriate service proponent, are not recognized because the Marine Corps cannot ensure that strict compliance of U.S. Army and U.S. Navy training standards.

e. Authorized Units/Activities. Only those units/activities which have mission essential requirements, as indicated by their T/O mission statement, billets, and by an appropriate allowance in their Table of Equipment (T/E) as outlined in enclosure (2), are authorized to possess equipment and conduct parachuting and/or diving operations. Units/activities with authorized billets, but lacking equipment allowances, will be supported on a not to interfere basis,

based on operational mission requirements, by the nearest appropriate unit/activity. Requests for changes to current T/O's and mission statements will be forwarded via the chain of command to CG MCCDC (TFSD) for approval.

f. Facilities and Personnel. Due to the sensitivity of handling and maintaining parachuting and diving equipment, centralization of support facilities and personnel, except for operational deployments, is encouraged (e.g., MEF level special gear lockers/paralofts).

g. Authorized Equipment. The use of parachute or diving equipment which is not approved for military service use and unauthorized modification of approved equipment is strictly prohibited, except for authorized and qualified personnel assigned to COMMARCORSYSCOM. References (a) and the appropriate Marine Corps stock lists contain the only equipment authorized for military parachuting and diving use. Request for changes to current equipment allowances will be forwarded via the chain of command and to CG, MCCDC (TFSD) for approval with info copy to DC, PP&O (POE), CG, MCCDC (C 39), COMMARCORSYSCOM (CBGR), and COMNAVSAFECEN (C 47). Present and potential future equipment deficiencies that negatively impact mission capability should be identified to CG, MCCDC (C 44). Government owned parachute or diving equipment will be used for military operations and will not be used for off duty activities.

h. Participation With Other Services and Agencies. Marine Corps unit commanders and officers in charge are authorized to determine the necessity and feasibility of Marine Corps participation in parachuting or diving operations conducted by other U.S. Military services, U.S. Government agencies or foreign military services. Other countries may not follow the same high quality standards for the maintenance of life support equipment. Therefore requests for authorization for participation in parachute or diving operations with foreign military services with the use of foreign military equipment will be granted in writing by the first Colonel or O-6 in the chain of command after an in-depth risk assessment has been conducted. Other U.S. military service, U.S. Government, U.S. Government Civilian Employees, MCCDC approved civilian contractors, and foreign military personnel may participate in Marine Corps parachuting or diving operations, provided they have successfully completed a course approved by their respective service or CG, MCCDC, are authorized by competent orders from their operational commander, and on a not-to-interfere basis, based on operational mission requirements. Authorization for this will be granted in writing by the first Colonel or O-6 in the chain of command after an in-depth risk assessment has been conducted.

i. Participation with COMMARCORSYSCOM. Participation in parachute and diving operations with COMMARCORSYSCOM using equipment under research, development and acquisition status requires a special set of permissive orders from the individual's Commanding Officer stating the individual will be using equipment under research, development and acquisition, by COMMARCORSYSCOM (CBGR) and is of a nonstandard nature. COMMARCORSYSCOM will authorize in writing all qualified personnel to use equipment identified under research, development and acquisition status. When COMMARCORSYSCOM issues equipment to other units that is under research, development and acquisition status; an authorization of use letter will accompany the equipment that specifically identifies the command, dates of use, type of equipment, and personnel authorized by name.

j. Reconnaissance Operational Advisory Groups (ROAG). The ROAG, chartered by the Marine Corps Ground Command Element (GCE) Board will be composed of the respective element's operating forces, reconnaissance duty experts, as designated by their commanders, and will provide a forum for the operating forces to discuss and formalize critical and emerging needs and prioritize requirements. The ROAG will serve as an action body reporting to their respective commanders providing a formally recognized, efficient, and responsive conduit to the Combat Development Process, the Programs and Resource Process and

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the Marine Requirements Oversight Council. The ROAG interaction with HQMC and MCCDC agencies and organizations will be detailed in the ROAG charters.

4. Action

a. Commanding Generals, Marine Corps Forces Pacific/Atlantic, Marine Forces Reserve, and Commanding Officers, Expeditionary Warfare Training Group, Pacific/Atlantic; All Cognizant Commanders/Officers in Charge will:

(1) Conduct all parachuting and/or diving operations and training in accordance with this Order and other applicable directives.

(2) Submit reports as required in enclosures (1) through (3).

b. Commandant of the Marine Corps

(1) DC, PP&O

(a) Serves as the GCE Advocate, the HQMC functional expert in all reconnaissance, parachute, and dive related issues. Additionally, serves as the Reconnaissance Occupational Field Manager, Reconnaissance MOS Specialist, and the Marine Corps Supervisor of Parachuting and Diving.

(b) Serve as a conduit in the Combat Development System (CDS), assisting in the development of MAGTF organization, training, equipment and doctrine as relates to reconnaissance, parachuting, diving, and related special reconnaissance capabilities/skills.

(c) Conduct an annual validation of all parachuting/diving billets and provide budget input to DC, M&RA (MPP) to coincide with the various budget cycle submissions.

(d) Participate in the Structure/Manning Decision Review (SMDR) conducted annually by Army Training Requirement and Resource System (ATRRS).

(e) Consolidate, submit, and/or monitor all reports as required in enclosures (1) through (3) and initiate Marine Corps-wide corrective/preventative action as required.

(f) Establish, enforce, and monitor policy to ensure standards are being met.

(g) Coordinate Marine Corps activities as appropriate with Department of Defense, U.S. Army, and U.S. Navy activities involved in parachuting/diving operations and training.

(h) Cosponsor an annual parachute conference for the Marine Corps with DC I&L and COMMARCORSYSCOM (CBGR).

(i) Cosponsor an annual diving conference for the Marine Corps with Marine Corps Combatant Diver Course and COMMARCORSYSCOM (CBGR).

(2) DC, I&L

(a) Serve as the Air Delivery Occupational Field Manager.

(b) Cosponsor an annual parachute conference for the Marine Corps with DC, PP&O (POE).

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(c) As the Combat Service Support Advocate, serve as conduit in the CDS, assisting in the development of MAGTF organization, training, equipment, and doctrine as it relates to parachuting and air delivery of supplies and equipment.

c. CG, MCCDC

(1) CG, Training Command (C 47)

(a) Coordinate, with DC, PP&O (POE) an annual validation of all Marine Corps parachuting/diving and related capabilities school requirements, and provide input to the U.S. Army and U.S. Navy.

(b) Manage the assignment of parachuting/diving school quotas.

(c) Establish individual training standards for parachuting and combatant diving.

(d) Evaluate the effectiveness of current and proposed training programs, review and approve courses of instruction, and implement appropriate measures to correct deficiencies.

(2) Warfighting Development Integration Division (C 39). Act as the MCCDC coordinator for all parachuting and diving-related issues pertaining to training and education, studies and analysis, concepts, doctrine, total force structure, and requirements.

(3) Requirements Division (C 443)

(a) In conjunction with DC, PP&O (POE) serve as the User Representative for all parachuting/diving equipment related issues. Coordinate with the operating forces, supporting establishments, higher headquarters, and inter-service and government agencies to ensure current equipment deficiencies capabilities are corrected and desired parachuting/diving support Marine Corps Required Operational Capabilities.

(b) Take all actions necessary to support equipment requirements for parachuting/diving capabilities in compliance with DOD 5000.2R.

(c) In coordination with COMMARCORSYSCOM (C 2IA), maintain inter-service liaison to ensure equipment interoperability and facilitate requirement development to support parachuting/diving operations.

(4) Director, Total Force Structure Division (C 53)

(a) Maintain current and future T/Os, with mission statements, for all reconnaissance, air delivery and related supporting organizations.

(b) Maintain current and planned T/E allowances within the Logistic Management Information System for all reconnaissance, air delivery, and related supporting organizations.

(c) Take appropriate action on all T/O and T/E change requests applicable to reconnaissance, air delivery, and related supporting organizations.

(d) Publish timely updates to any T/O and T/E changes approved to reconnaissance, air delivery, and related supporting organizations.

d. COMMARCORSYSCOM (CBGR)

(1) Coordinate and manage all parachuting and diving equipment research, development and acquisition as identified by MCCDC (C443) and validated by DC, PP&O (POE).

(2) Provide Marine Corps-wide coordination and standardization of all approved and fielded systems.

(3) Serve as the Parachuting/Diving Equipment Sponsor, responsible for developing technical operational procedures, refining employment techniques, and monitoring and enforce compliance with applicable safety procedures.

(4) As requested provide assistance to DC, PP&O (POE) and CG, MCCDC (C 443) with regard to safety, procedures, and techniques.

(5) Cosponsor an annual parachute and diving conference for the Marine Corps with DC, PP&O (POE).

e. Commander, Naval Safety Center

(1) USMC Parachute Safety Analyst (C 47)

(a) Evaluate all parachute/equipment malfunctions/incidents and related mishaps. As directed by DC, PP&O (POE), participate in the conduct of safety mishap review boards, as a board member technical adviser, providing technical and procedural expertise for class A, B, and selected C and D parachute/airdrop equipment mishap investigations.

(b) Maintain a data repository for all parachute equipment malfunction/incident reports and monthly airdrop reports. Analyze compiled data for trends in personnel, equipment performance, and procedural inadequacies. Annually distribute statistics to all commands which conduct parachute operations.

(c) Attend all Army, Navy, Air Force, and Marine Corps parachute related malfunction review boards.

(d) Attend DOD and civilian conferences relating to personnel parachute and cargo airdrop equipment (as appropriate).

(e) Provide assistance to CG, MCCDC (C 443) with regards to safety, procedures, and techniques as requested, pertaining to personnel parachuting and cargo equipment airdrop.

(f) Provide a safety review on all parachute equipment under research, development and acquisition as identified by CG, MCCDC (C 443) and validated by DC, PP&O (POE).

(g) Conduct Parachute Safety Inspection on all Marine Corps commands with parachute capability at least once every 2 years. Conduct safety surveys or assist visits as requested by the command or as directed by DC, PP&O (POE).

(2) Navy Diving Salvage (C 37)

(a) Evaluate dive incidents and related mishaps, as directed by CNO. Provide procedural expertise for class A, B, and selected C and D diving mishap investigations.

(b) Maintain a data repository for all command and personal dive histories, and diving incident reports.

(c) Provide assistance to CG, MCCDC (C 443) with regards to diving safety.

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(d) Conduct Dive Safety Inspection on all Marine Corps commands with a diving capability at least annually, or every 2 years for commands with an assigned Master Diver attached.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



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GENERAL POLICY AND ADMINISTRATION

1. School Quota Management

a. Training Requirements. Planned requirements for parachuting and diving courses over the next 6 fiscal years will be submitted in accordance with MCO 1553.1B, to CG, Training Command (C 472), via DC, PP&O (POE), not later than 1 May of each year. Justification for any increases or decreases of 10 percent or more over the previous year's submission must be provided. Validated and approved quota requirements will be programmed and funded for in the Training Input Plan (TIP). CG, Training Command (C 475), using a Training Quota Memorandum (TQM), will manage the assigned quotas through the operating forces and MARFORRES; DC, M&RA (MM) only in cases of lateral moves to primary MOS 0451 field.

b. Out-of-Cycle Requests. All unbudgeted/unprogrammed requirements (i.e., those not included in the TIP or TQM) with justification will be requested from CG, Training Command (C 475). Compensatory reduction of other resource training or unit funding must be provided. Most out-of-cycle/unplanned requirements can be resolved through rescheduling. Therefore, direct liaison between MARFORPAC (G-3), MARFORLANT (G-3) and MARFORRES is encouraged to coordinate one-for-one exchanges of assigned quotas. Exchanges must be reported to CG MCCDC (C 463 FT) as soon as feasible.

c. Unbudgeted/Unprogrammed Class Seats. On occasion, parachuting or diving courses may have last-minute class seats available due to other U.S. services quota cancellations. For Marine Corps purposes, these are considered to be unbudgeted/ unprogrammed class seats. Commanders of units meeting the criteria specified in paragraph 3.e of the basic Order are encouraged to use these seats, provided that unit TAD funds are used and all Marine Corps funded/programmed quotas are filled. Permissive TAD is not authorized, yet the attendance of a Marine with a programmed quota is not precluded.

d. Incentives. The use of entry-level parachuting course as a reenlistment incentive may be authorized, based on the availability of quotas sponsored by DC, M&RA. Requests will be submitted through the chain of command, to DC, M&RA (MMEA-6) for approval. DC, PP&O (POE) sponsored quotas will be used exclusively for operational billets (policy is addressed in paragraph 3.d.1). The use of DC, PP&O (POE) sponsored billets as incentives may be authorized for Marines not in a operational billet. Requests will be submitted through the chain of command, to DC, PP&O (POE) for approval. Approval for Marines not in a operational billet to attend parachute/diving courses can only be granted by DC, PP&O (POE).

2. Medical Requirements and Waiver

a. Medical Requirements. U.S. Navy Manual of the Medical Department (NAVMED P-117), chapter 15, establishes the medical standards for parachutist/diver training and duty. Marines undergoing U.S. Army parachutist training must also be screened using Army Regulation 40-501, chapter 5. Medical screening of candidates for training must be initiated as far in advance as possible (120-180 days), to ensure any required waivers are completed prior to attendance of a course.

b. Waivers/Reviews

(1) Combatant Diver Waiver. Requests for waiver of the standards listed in the NAVMED P-117 Chapters 15-66 and 15-74 will be forwarded by the individual's commander/officer in charge (not the medical officer/facility) to DC, PP&O (POE) for approval via the Chief, Bureau of Medicine and Surgery (MED-21), 2300 E St. NW, Washington, D.C. 20373-5120. The request will include the commander's endorsement of the medical officer's recommendation. Enclosed will be the original physical examination on Standard Form 88 (SF-88) and personal history on Standard Form 93 (SF-93).

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(2) Parachuting Waiver

a. MFF Waivers. Requests for waiver of the standards listed in the NAVMED P-117 or Army Regulation 40-501 will be forwarded by the individual's commander/OIC (not the medical officer/facility) to DC, PP&O (POE) for approval via the Chief, Bureau of Medicine and Surgery (MED-236), NAS, Pensacola, FL 32508-1047. The request will include the commander's endorsement of the medical officer's recommendation. Enclosed will be the original physical examination on SF-88 and personal history on SF-93. Commanders of Marines that are attending MFF school will send an info copy to the Marines Corps Representative, AOJK-L-USMC, USAJFKSWCS, Fort Bragg, NC 28310-5000.

b. Basic Airborne Waiver. Requests for waiver of the standards listed in the NAVMED P-117 or Army Regulation 40-501 will be forwarded by the individual's commander/OIC (not the medical officer/facility) to DC, PP&O (POE) for approval via the Chief, Bureau of Medicine and Surgery (MED-236), NAS, Pensacola, FL 32508-1047. The request will include the commander's endorsement of the medical officer's recommendation. Enclosed will be the original physical examination on SF-88 and personal history on SF-93. Commanders of Marines that are attending Basic Airborne school will send an info copy to the Marine Corps Representative, USAIC ATZB-MC, Bldg. 4 ROOM 546, Ft Benning, GA 31905.

3. Assigning/Changing/Voiding MOS's

a. DC, PP&O (POE) is the occupational field (OccFld) sponsor for all parachuting and diving MOSs, with exception of 0451 which is managed by DC, I&L (LPO-3). The following category "B" and identifying MOSs will be assigned/voided in accordance with reference (b), paragraphs 2105 and 3105, and reference (c), paragraphs 1141, 3141, and 3142:

- 8652 - Reconnaissance Man, Parachute Jump Qualified
- 8653 - Reconnaissance Man, Combatant Diver Qualified
- 8654 - Reconnaissance Man, Parachute/Combatant Diver Qualified
- 9952 - Combatant Diver Marine (Officer/Enlisted)
- 9953 - Parachutist/Combatant Diver Marine (Officer/Enlisted)
- 9962 - Parachutist (Officer/Enlisted)

b. Marines with the primary MOS 0451 are qualified parachutists. Accordingly, they will not be assigned MOS 9962. They will be assigned the additional MOS 9953 upon completion of an approved Marine Corps diver qualification course or MOS 8654 upon subsequent assignment of MOS 0321.

4. Insignia. Marines who have completed a CG, Training Command (C 472) approved basic parachuting course are eligible to wear the Basic Parachutist Insignia per MCO P1020.34. The Navy and Marine Corps Parachutist Insignia is authorized for wear by those Marines who have met the requirements of enclosure (2), paragraph 7. The Marine Corps only issues Navy and Marine Corps Parachutist Insignia to Marines. Marines who have completed a Naval Diving and Salvage Center course of instruction are authorized to wear a Navy or Marine Dive Insignia that represents the highest level of proficiency.

5. Permissive Orders

a. Whether or not a Marine is filling a parachutist and/or diver billet, it is to the Marine Corps advantage that all military parachutists, divers, jumpmasters and diving supervisors maintain their skills and proficiency to meet future Marine Corps requirements. All commanding officers and OIC are encouraged to afford qualified Marines the opportunity to maintain their qualifications when there is access to military parachuting/diving activities, and military duties permit.

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b. Prior to participation in any parachuting/diving operation, a current medical physical must be completed. A current class II flight physical, IAW Army Regulation AR 40-501 and current high altitude pressure chamber certification, (HAPS card form 1274), IAW Air Force Instruction 11-403, are required for all MC-5SL operations over 10,000 ft MSL, MFF, and Tandem parachute operations. To ensure jump/dive currency, proof of the individuals last jump/dive is required. Permissive orders are required for individuals that are members of the command but are not in a paid jump/dive billet. Individuals participating in operations outside of their command, even if in a paid jump/dive billet, will require permissive orders from their command. It is the responsibility of the unit hosting the operation to ensure that all participants have proper and current qualifications, current medical physicals, permissive orders if required, and HAPS cards if required. Permissive orders will be completed using the format in enclosure (5). Group orders may be completed for the same operation. All permissive orders must be issued by the individual's commanding officer/OIC. Acceptance of permissive orders is not to be construed as orders from competent authority to receive special or incentive pay in accordance with reference (b) and (d).

c. Prior to participation in any Tandem parachute operation below 10,000 ft MSL the passenger must have permissive Tandem Passenger orders. Prior to participation in any Tandem parachute operation above 10,000 ft MSL a passenger must have current class II flight physical, a current HAPS card, and permissive Tandem Passenger orders. The Tandem passenger does not have to be parachute/jump qualified.

d. Support of Marines in receipt of parachuting and/or diving permissive orders is encouraged, but at the discretion of the commander/OIC providing the support personnel, facilities, and/or equipment for such activities are based on mission requirements, and on a not-to-interfere basis.

6. Swim Qualification. The minimum swim qualification for a qualified parachutist is CWS2. Due to water hazards on and near parachute drop zones, all efforts will be made to qualify all parachutists as CWS1. All parachutists participating in deliberate water jumps will be CWS1 qualified.

7. Record Keeping/Reports

a. Individual Records/Logs

(1) Parachute and dive qualification, commencement, termination, and reinstatement entries will be made in the individual's OQR/SRB, page 11. The entry will indicate the reason and authority.

(2) Upon completion of the MC-5 Static Line parachute transition course, an entry will be made in the individual's OQR/SRB, page 11. The entry will state the following: Service member has successfully completed the MC-5 Static Line parachute transition course given on (date), instructed by (name), at (unit authorized to conduct the course), and is qualified as an MC-5 Static Line Parachutist in accordance with MCO 3500.20A. (signed Commanding Officer).

(3) Upon completion of the MC-5 Static Line Parachute Instructor/Jumpmaster Course, an entry will be made in the individual's OQR/SRB, page 11. The entry will state the following: Service member has successfully completed the MC-5 Static Line Parachute Instructor/Jumpmaster Course given on (date), instructed by (name), at (unit authorized to conduct the course), and is qualified as an MC-5 Static Line Instructor/Jumpmaster in accordance with MCO 3500.20A. (signed Commanding Officer).

(4) Upon completion of the Military Tandem Master Parachute Course, an entry will be made in the individual's OQR/SRB, page 11. The entry will state the following: Service member has successfully completed the Military Tandem Master parachute course with the MTVS given on (date), instructed by (name), at

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(unit authorized to conduct the course), and is qualified as a Military Tandem Master Parachutist for both passenger and MTTB bundle operations in accordance with MCO 3500.20A. (signed Commanding Officer).

(5) In addition, all documents regarding the individual's permissive orders, unit special orders assigning to jump/dive billet, jumpmaster, Safety, DZSO, Malfunction Officer, MC-5 Static Line Instructor/jumpmaster, Tandem Master, Parachute Rigger, Ram-Air Pack, Parachute Quality Assurance Inspector, Oxygen Maintenance, Automatic Activation Device, Airdrop Load Inspector, and Dive Supervisor, Dive Equipment technician, and any other special parachute and dive certification and/or recertification letters will be filed in an individual training record at the unit and filed on the document side of the OQR/SRB.

(6) Unit special orders and/or certification letters will serve as source documents for reporting of jump/Combatant Diver pay into JUMPS/MMS or REMMPS.

(7) All qualified Marines are required to maintain an individual parachutist log throughout their career. This requirement is necessary to track individual expertise for advanced training (SL JM, MC-5 SL, MFF, MFF JM, and Tandem Master) and accident investigations. The logbook is required to be collected by the jumpmaster prior to each jump and signed and returned to the jumpers at the completion of operation. The jumper will ensure his logbook is kept current and signed by the jumpmaster. Individual parachutist logs will be locally produced using the format shown in enclosure (5). Diving logs for each diver must also be prepared in accordance with OPNAVINST 3150.28 and NAVSEA 0994-001-9010, Appendix E.

b. Unit/Activity Logs. All authorized units/activities described in paragraph 3e of the basic Order will maintain consolidated records for 3 years as described in NAVSEA 0994-001-9010, Appendix E and below:

(1) Separate command parachuting and diving logs including:

(a) A unit special order assigning each qualified Marine to a valid T/O billet.

(b) A signed parachuting or diving operations orders, including a signed manifest and assigned safety, support, and supervisory personnel, for each operation.

(c) Operational Risk Management. Each operation involving parachute jumping, cargo airdrop, and diving operations will have a risk assessment done in accordance with the reference (e), utilizing the Risk Assessment Matrix. This assessment will be incorporated into the jump/airdrop/dive LOI.

(d) Detailed after-action information based on the jumpmaster's or diving supervisor's observations of operational conditions, debriefing of all participants, and recommendations for future operations.

(2) Diving Report System (DRS).

(3) Copies of all malfunction and mishap reports.

(4) Copies of all individual permissive orders and certification letters.

(5) Parachute and dive qualifications, certifications, and re-certification letters.

c. Parachuting Reports

(1) Automated Airdrop Tracking System. All units/activities including MEU's and detachments conducting parachute operations will use the automated

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Airdrop Tracking System "Jumpers". The system will be maintained at unit level. In the event that the system is not available, the reports will still be submitted on time using the regular forms. The following reports will be filed using this system and Joint Monthly Airdrop Summary Report DD Form 1748-3. All reports will be submitted electronically by the required dates via secure E-mail on the Naval Safety Center web page, or disk mailer to the Naval Safety Center, (C 47), USMC Parachute Safety Analyst, DSN: 564-3520 ext 7160/59 Fax: 564-6044, Comm (757)444-3520 ext 7160/59.

(2) Equipment Malfunctions/Incidents. Per reference (f), all equipment malfunctions/incidents will be reported. This pertains to all standard and non-standard personnel and cargo airdrop equipment. Reporting equipment malfunction/incidents in a timely manner may save lives and equipment. Procedural changes and equipment modifications cannot be made without proper evidence and documentation of the problem. An equipment malfunction is defined as the failure of the system or piece of equipment to perform as originally designed whether the equipment failed, human error, or emergency procedure was required. Some examples are: equipment failures resulting in reserve activation, total malfunction, bag lock, broken static line, broken suspension/steering lines, malfunction of automatic opening device, failure of cargo release, or failure of an extraction system. An incident is defined as anything that is not normal during the parachute operation. Some examples are: jumper activates his reserve for any reason, automatic opening device fires for any reason, jumper is injured for any reason, mid air entanglement, jumper flips through risers, towed jumper, jumpers/equipment lands off DZ, premature pilot chute activation, and jumpers/equipment land in trees or wires. It is the responsibility of the Unit Commander/OIC, Parachute Safety Officer, Malfunction Officer, Jumpmasters, Safeties, DZSO, and Paraloft Chief to ensure that all equipment malfunctions/incidents are reported in a timely matter. All equipment malfunctions and incidents will be thoroughly investigated and reported in accordance with reference (f) and (g) to determine the cause and prevent future occurrences. Per reference (f), equipment malfunction/incident reports will be simultaneously submitted by the authorized unit/activity within 5 days via the appropriate chain of command to the Commandant, U.S. Army Quartermaster School (Airborne Department), Ft. Lee, VA and Commander Naval Safety Center (C 47), USMC Parachute Safety Analyst, 375 A Street, Norfolk, VA 23511-4399. (Internet, Fax and e-mail are encouraged). Info copies will be sent to DC, I&L (LPO-3), DC, PP&O (POE), and COMMARCORSYSCOM (C2IA). The Parachute Malfunction/Incident Tracking System found on the Naval Safety Center Web page will be used to prepare the DD Form 1748-2 [Airdrop Malfunction/Incident Report (Personnel/Cargo)], this report will be used and included with any subsequent JAGMAN investigation. The Parachute Malfunction/Incident Tracking System Web page can be found at <http://www.Safetycenter.navy.mil/ashore/tactical/parachuting.htm>

(3) Accidents Involving Death or Injury

(a) In addition to requirements outlined in 6.c.(2) above, per reference (f) and (g), message notification of parachuting malfunctions/incidents which result in injury or death will be submitted by the individual's parent command (to arrive within 24 hours) to DC, M&RA (MRC), COMMARCORSYSCOM (C2IA), DC, PP&O (POE), and COMNAVSAFECEN (C 47). The message will be reported and prepared in accordance with reference (g).

(b) If a parachute equipment malfunction is suspected, a message will be transmitted per reference (f) within 12 hours and simultaneously to the appropriate chain of command, CMC (SD), COMMARCORSYSCOM (C 2IA), DC, PP&O (POE), CO MDT QMSCH FT LEE VA (ATSM-ABN), and COMNAVSAFECEN (C 47). If message capability is not available, a telephonic report (followed by a message) may be submitted to all concerned including U.S. Army Quartermaster School: DSN 687-3178/4782 or commercial (804) 734-3178/4782 and Commander Naval Safety Center (C 47), USMC Parachute Safety Analyst, DSN 564-3520 ext 7160/59 or commercial (757)444-3520 ext 7160/59 or FAX DSN 564-6044.

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(4) Joint Monthly Airdrop Summary Report. Per reference (g), a summary of airdrop operations will be submitted via the chain of command by all units/activities conducting premeditated airdrop operations by using the Airdrop Tracking System "Jumpers" (disk mailer, E-mail, is encouraged) by the 5th of the following month to the Naval Safety Center (C 47), USMC Parachute Safety Analyst, which will consolidate the reports and submit a final report by the 10th of the following month to DC, PP&O (POE) and the Commandant, U.S. Army Quartermaster School (info copy to COMMARCORSYSCOM (CBGR)). The electronic version of DD Form 1748-3 (Joint Monthly Airdrop Summary Report) will be used.

(5) Annual Airdrop Roster. Per reference (b), the Naval Safety Center, (C 47), USMC Parachute Safety Analyst, will submit by the 10th of each January, a roster of all Marine Corps units/activities involved in airdrop operations during the previous calendar year to DC, PP&O (POE) and the Commandant, U.S. Army Quartermaster School (info copy to COMMARCORSYSCOM (CBGR)).

d. Diving Reports

(1) Diving Operations. In accordance with OPNAVINST 3150.28 and NAVSEA 0910-LP-708-8000, Chapter (5) the authorized unit/activity will submit an electronic Diving Log Reports using the Diver's Reporting System (DRS) via e-mail, or diskette to Commander, Naval Safety Center, Attn: (C 37), 375 A Street, Norfolk, VA 23511-4399 within 10 days of each dive.

(2) Accidents/Incidents Involving Death, Serious Injury, or Equipment Malfunction. Notification of diving incidents resulting in injury or death will be reported as described in OPNAVINST 5100.19 Series Appendix A6-G. Defective or malfunctioning diving equipment shall be reported in accordance with NAVSEA 0910-LP-708-8000, Chapter 5. A Diver (Diving Equipment) Accident/Incident Report will also be sent to those receiving reference (g) reports and to NAVXDIVINGU Panama City, FL NAVSAFECEN Norfolk, VA and NAVSEASYSYSCOM Washington DC.

8. Hazardous Duty Incentive Pay and Special Pay

a. Marines who are attending parachuting schools or combatant diving course or filling valid T/O billets that require parachuting or combatant diving skills are authorized Hazardous Duty Incentive Pay (HDIP) for parachuting and special pay for combatant diving in accordance with reference (b) and (d). Valid T/O billets will be identified by the primary MOS 0451 or an appropriate secondary MOS with either the "N" (necessary) or "D" (desired) designator. Authorized military freefall billets will be identified with the T/O footnote: "Authorized military freefall parachutist billet".

b. Requests for HDIP for Marines not assigned to, or in excess of, authorized T/O billets must be fully justified by operational necessity and will be forwarded via the chain of command to DC, PP&O (POE) for approval. Requests should be submitted far enough in advance (preferably 60 days) of any operation to allow for proper and timely validation.

c. Marines in authorized parachute billets that are not authorized military freefall billets but continue to perform hazardous duties, maintain proficiency, and qualifications as a Military Freefall Parachutist or jumpmaster are authorized to receive HDIP for military freefall. Request for authorization will be forwarded via the chain of command to DC, PP&O (POE) for approval.

d. Per MCO P7100.7, DC, M&RA (MPP) will solicit budget input from DC, PP&O (POE), to coincide with established budget cycles (at least 3 times per year). This input will include the estimated number of Marines expected to serve in authorized parachuting/diving billets and receive incentive/special pay during the current year and the following 6 years.

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9. Publications. Authorized units/activities that maintain paralofts or diving lockers will retain and maintain current copies of this Order, the appropriate references, parachuting safety advisories or diving safety lines and advisories, and the publications listed in enclosure (2) and/or (3), that pertain to their equipment and operations, as appropriate. This library should be readily accessible to supervisory personnel.

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PARACHUTING POLICY AND ADMINISTRATION

1. General. The U.S. Army is the Executive Agent for all airdrop operations within the DoD. Specific U.S. Army doctrinal publications and regulations as listed in this enclosure, paragraph 19, will be adhered to unless superseded by this Order, and/or U.S. Marine Corps doctrinal publications. Requests to waive any criteria or for permanent changes will be submitted via the chain of command to DC, PP&O (POE) for validation.

2. Pre-Qualification Training. Unit commanders who are authorized to conduct parachute operations are encouraged to implement screening and training programs (not to include actual parachuting) for unit Marines selected to attend entry-level courses. These programs are intended to foster excellence and to preclude those Marines who may not possess the appropriate levels of self-discipline, physical qualification, stamina, and/or mental aptitude to successfully complete the course of instruction. Marines enroute to units with parachuting missions who have been selected for attendance at a basic qualification course should also attend any available unit-screening program.

3. Qualification Training. NAVMC 2771, as modified by current Training Quota Memorandums (TQM), lists those institutions authorized to conduct qualification training in basic parachute (static line/jumpmaster), military freefall (MFF) (high altitude, low/high opening (HALO/HAHO)), MC-5 Static Line qualification course, MC-5 Static Line Instructor/Jumpmaster qualification course, and the Tandem Master course. NAVMC 2771 also provides the requirements/prerequisites to attend subject training. Only U.S. Army Infantry School (USAIS), Ft. Benning, GA Jumpmaster branch approved courses are authorized to conduct basic (static-line/jumpmaster) parachute qualification training. Only the U. S. Army Military Free-Fall School, Yuma, AZ and certified MTT from John F. Kennedy Special Warfare Center (JFKSWC) are authorized to conduct MFF qualification training.

4. USMC Authorized Courses of Instruction. The following parachute courses of instruction are not taught at formal Army schools. The Marine Corps will teach these courses until official courses are established by the U.S. Army, and reviewed and approved by CG Training Command (C 472). The course prerequisites should not be waived, however in extreme cases, waiver requests will be forwarded to DC, PP&O (POE 20) for consideration and approval on a case by case basis. Requests for waivers should be submitted a minimum of 45 days prior to the scheduled course date.

a. MC-5 Static Line Ram Air Parachute Transition Course. This course of instruction teaches, transitions, and qualifies the basic round static line parachutist, that is not military free-fall qualified, the MC-5 Static Line ram air parachute system for use up to 25,000 feet MSL. This course of instruction is taught at the unit level by qualified and current MC-5 Static Line Instructors that are assigned in writing by the Commanding Officer. This course is taught at MARCORSYSCOM and Active/Reserve Component units that are authorized to use MC-5 static line parachute system. The MC-5 Static Line Course POI and this order will be strictly adhered to when instructing this course. The following are the prerequisites to be a student in the course:

- (1) Be a graduate of the Basic Airborne Course, USAIS Fort Benning, GA.
- (2) Be a volunteer.
- (3) Have Commanding Officer's recommendation and approval.
- (4) Have a current class II (Military Free-Fall Parachutist) flight physical.
- (5) For operations above 10,000 foot MSL, be HAPS qualified.

b. MC-5 Static Line Instructor/Jumpmaster Course. This course of instruction teaches, transitions, and qualifies the MFF HALO Jumpmaster to become a MC-5 Static Line Instructor/Jumpmaster. Once qualified, the MC-5

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Static Line Instructor/Jumpmaster will be able to teach, transition, and qualify the MC-5 Static Line Course of instruction to the basic round static line parachutist. The MC-5 Static Line Instructor/Jumpmaster will also be qualified to instruct and qualify other MFF HALO Jumpmasters on the MC-5 Static Line Instructor/Jumpmaster Course. The MC-5 Static Line Jumpmaster will also be qualified to conduct MC-5 Static Line parachute operations. This course of instruction is taught at the unit level by qualified and current MC-5 Static Line Instructors, that are assigned in writing by the Commanding Officer. This course is taught at COMMARCORSYSCOM and Active/Reserve Component units that are authorized to use the MC-5 static line parachute system. The MC-5 Static Line POI and this order will be strictly adhered to when instructing this course. The following are the prerequisites to be a student in the course:

- (1) Be a graduate of the Basic Airborne Course, USAIS Fort Benning, GA.
- (2) Be a graduate of the MFF Course, JFKSWC Fort Bragg, NC.
- (3) Be a graduate of the Static Line Jumpmaster Course, USAIS Fort Benning, GA.
- (4) Be a graduate of the MFF Jumpmaster Course, JFKSWC Fort Bragg, NC.
- (5) Be a volunteer.
- (6) Be a Sgt, E-5 or above.
- (7) Be a student in a MC-5 Static Line Transition Course.
- (8) Be a current MFF Jumpmaster.
- (9) Be in an authorized HALO jump billet.
- (10) Have Commanding Officer recommendation and approval.

c. Tandem Master Course. This course of instruction teaches and qualifies the MFF HALO Jumpmaster as a Tandem Master for both passenger and equipment operations. MARCORSYSCOM is the only unit authorized to develop, assign instructors, and conduct this course of instruction. This course is used at Active Component Reconnaissance parachute units that are authorized to conduct military free-fall parachute operations. The Tandem Master POI and this Order will be strictly adhered to when instructing this course. Once the Military Tandem Master (Equipment Only), has obtained the required prerequisites for Military Tandem Master (Personnel), SNM must be upgraded by a COMMARCORSYSCOM Military Tandem Master Examiner. The following are the prerequisites to be a student in the course for Military Tandem Master (Passengers):

- (1) Be a graduate of the Basic Airborne Course, USAIS Fort Benning, GA.
- (2) Be a graduate of the MFF Course, JFKSWC Fort Bragg, NC.
- (3) Be a graduate of the Static Line Jumpmaster Course, USAIS Fort Benning, GA.
- (4) Be a graduate of the MFF Jumpmaster Course, JFKSWC Fort Bragg, NC.
- (5) Be a volunteer.
- (6) Have a minimum of 200 free-fall parachute jumps.
- (7) Be a current MFF Jumpmaster.
- (8) Be in an authorized HALO jump billet.
- (9) Pass a Free-Fall air skills evaluation test.
- (10) Have Commanding Officer recommendation and approval.

The following are the prerequisites to be a student in the course for Military Tandem Master (Equipment Only):

- (1) Be a graduate of the Basic Airborne Course, USAIS Fort Benning, GA.
- (2) Be a graduate of the MFF Course, JFKSWC Fort Bragg, NC.
- (3) Be a volunteer.
- (4) MFF Qualified for a minimum of 1 year.
- (5) Have a minimum of 100 free-fall parachute jumps.
- (6) Complete Military Tandem Training Vector System Course
- (7) Be in an authorized HALO jump billet.
- (8) Pass a Free-Fall air skills evaluation test.
- (9) Have Commanding Officer recommendation and approval.

d. Tandem Parachute Rigger Course. This course of instruction teaches and qualifies the MOS 0451 parachute rigger, that is ram air parachute pack qualified, as a Tandem MTVS, MTTB, and MTTVS Parachute Rigger. COMMARCORSYSCOM is the only unit

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authorized to develop, assign Instructors, and conduct this course of instruction. This course is used at Active Component Reconnaissance units that are authorized to conduct military free-fall parachute operations. The Tandem Master POI, MTVS/MTTB/MTTVS Parachute Rigger POI, TM 10443-12&P, and this order will be strictly adhered to when instructing this course. The following are the prerequisites to be a student in the course:

- (1) Be a qualified MOS 0451 parachute rigger.
- (2) Have completed the Ram Air Parachute Pack course, Fort Lee, VA.
- (3) Have Commanding Officer's recommendation and approval.

e. Military Tandem Training Vector System (MTTVS). This course of instruction teaches and qualifies the MFF HALO Jumpmasters, that are preparing for the Tandem Master course and the MFF advanced course, parachute systems that are equipped with Throw Out/Pull Out Pilot Chutes. This course of instruction is taught at the unit level by former MFF instructors, MFF advanced course graduates, and Tandem Masters, these instructors will be assigned in writing by the Commanding Officer. This course is taught at COMMARCORSYSCOM and Active Component Reconnaissance units that are authorized to conduct military free-fall parachute operations. The Tandem Master POI and this order will be strictly adhered to when instructing this course. The following is the prerequisites to be a student in the course:

- (1) Be a graduate of the Basic Airborne Course, USAIS Fort Benning, GA.
- (2) Be a graduate of the MFF Course, JFKSWC Fort Bragg, NC.
- (3) Be a volunteer.
- (4) Have a minimum of 100 free-fall parachute jumps.
- (5) Be in an authorized HALO jump billet.
- (6) Have Commanding Officer recommendation and approval.

5. Post-Qualification Training. All parachute training will be governed by regulations and guidance promulgated in those publications listed in this enclosure, paragraph 19, and MCO 1510.88b, Individual Training Standards System for Marine Corps Special Skills - Volume 3 Air/Sea Insertion.

6. Maintenance of Qualification

a. A Marine in an authorized parachuting billet will meet the requirements set forth in the DOD FMR and DOD 7000.14-R.

b. There is no minimum training requirement for a Marine once trained and designated as a basic, MC-5 Static Line, MFF parachutist, or Tandem Master unless he is filling a parachute billet or is assigned permissive orders. Lapses in excess of 6 months between jumps require detailed, unit level, refresher training consisting of lecture, demonstration, and practical application phases, conducted by a certified and current Jumpmaster or Tandem Master. The subjects to be covered will include at a minimum dry land instruction and practical application using the ITS's in MCO 1510.88b and the refresher training proposed in the FMFM's, MCWP's, and POI's for basic, MC-5 Static Line, military freefall, and Tandem Master parachuting. The first jump after qualification training or any 6-month lapse must be supervised by experienced jumpmasters, conducted administratively, on land, without combat equipment, and occur during daytime.

7. Navy/Marine Corps Parachutist Insignia. Marines may wear the Navy/Marine Corps Parachutist Insignia when they have completed a USMC approved basic airborne course and fulfilled either of the following requirements this is not waivable:

a. A Marine, while assigned to an authorized T/O parachuting billet for a period of no less than 90 days, must complete five additional jumps. The five additional jumps must include at least two combat equipment day jumps, two combat equipment night jumps, and employ two or more types of military aircraft.

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b. Marines with prior service in another branch of the U.S. Armed Forces who has been assigned to an authorized (assigned by orders/receiving pay) parachuting billet, and who fulfills the Marine Corps criteria regarding the number, type, and frequency of parachute jumps listed above, is authorized to wear the Navy/Marine Corps Parachutist Insignia.

c. Complete one combat jump of any kind from any aircraft, whether or not in an authorized Navy/Marine Corps T/O billet.

8. Parachute Operations Key Personnel Qualification/Certification. All qualifications/certifications for key personnel are listed in detail in MCWP 3-15.7 and MCWP 3-15.6.

a. Jumpmaster (JM). A JM that is current is assigned for all jump operations. The JM is in charge of the jump operation regardless of rank. Until relieved, his decisions are final during the jump operation. The JM is responsible for training of parachutists and for direct supervision of all parachute operations. Once qualified, JM will be certified and assigned in writing upon joining a new organization.

b. Assistant Jumpmaster (AJM). The AJM is also a qualified jumpmaster and current. AJM will assist the jumpmaster with briefs, JMPIs, spotting and safely running the operation.

c. Drop Zone Safety Officer/Drop Zone Safety Team Leader (DZSO/DZSTL). The DZSO/DZSTL is also a qualified jumpmaster and current. The DZSO/DZSTL is in charge of the drop zone. The DZSO/DZSTL makes the final decision as to whether or not the drop zone is safe for the operation. The DZSO/DZSTL can act as the Malfunction Officer if the qualifications are met.

d. Medical Support. Assignment of a qualified military medical support person (i.e. Navy HM, Air Force PJ, Army Medic, EMT-I qualified, or doctor) is mandatory as part of the DZ crew. Military medical support qualifications will be a EMT-I or higher. Civilians who are licensed (i.e. EMT-Is, Paramedics) may be used when military medical support is not available. The medical support must be trained and equipped for parachuting type emergencies. The medical support works for the DZSO/DZSTL and is in charge of all injuries during the jump operation. He cannot act as the DZSO/DZSTL when assigned as medical support. If the assigned medical support has to leave the DZ, the DZ will remain closed until the medical personnel returns or another qualified person is assigned the duties.

e. Malfunction Officer (MO). The appointed MO must be located on the Drop Zone during the parachute operation. The MO does not have to be from the unit providing the Air Items. MO must receive special training from the Parachute Loft concerning the MO duties. The training will cover the requirements IAW MCO 13480.1B and MO duties as discussed in MCWP 3-15.7 and MCWP 3-15.6. After completion of MO training, the MO will be appointed in writing by the commanding officer, retrained and recertified annually.

f. Detachments. Independent detachments of more than 30 days duration intending to exercise an airborne capability must have a minimum of three jumpmasters assigned, 1 primary Jumpmaster, 1 Safety/Assistant Jumpmaster, and 1 Drop Zone Safety Officer (DZSO) IAW MCWP 3-15.7 and MCWP 3-15.6. When multiple units with an airborne capability deploy together (MEU's) one jumpmaster per unit will suffice. However, the requirements for all key billets inside the aircraft and on the Drop Zone will be strictly adhered to. The Primary Jumpmaster, Assistant Jumpmaster (if required), Safeties (if required) and DZSO will all be Jumpmaster qualified and current in accordance with MCWP 3-15.7 and MCWP 3-15.6.

9. Parachute Rigger Duties. Air Delivery Specialists (MOS 0451) are trained at Quartermaster School, Fort Lee, VA and provide the technical expertise for the unit/activity in maintenance and packing of parachute, fastrope, SPIE, rappelling,
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and aircraft rigging equipment. Only qualified and current air delivery specialists with the primary or Additional MOS 0451, are authorized to pack, maintain, and store parachute equipment. However, the MFF parachutists or Tandem Master parachutists, may pack their own MFF main or Tandem main parachutes with a pack in process inspection by a qualified MFF ram air parachute pack qualified rigger or for Tandem MTVS/MTTVS parachutes, a Tandem ram air pack parachute rigger. The Marine Corps parachute rigger holds the long-term technical expertise for all personnel and cargo airdrop operations conducted by the Marine Corps. It is in the direct interest of the Marine Corps parachute program, and the safety of all parachute jumpers, that all parachute riggers remain technically proficient, current in parachute operations and the maintenance of parachute life support equipment. The following schools are MOS career path advancements, and every effort will be made to qualify all parachute riggers meeting the school prerequisites with the following: Ram Air Parachute Pack, Tandem Parachute Pack, Parachute Oxygen Maintenance, Automatic Opening Device, Airdrop Load Inspector, MC-5 Static Line transition course, Static Line Jumpmaster, Military Free-Fall, Military Free-Fall Jumpmaster, Tandem Master, MFF Advanced course and SPIE /Rappel Master. Officers assigned to Air Delivery Platoon as the Air Delivery Maintenance Officer will attend Basic Airborne Course, Air Delivery Maintenance Officers Course (ADMOC) and when qualified should attend static line jump master school.

a. Required Parachute Rigger. At a minimum, two MOS 0451 parachute riggers are required to pack and maintain parachute life support equipment. This allows for a packer and inspector, therefore all authorized units with a parachute capability will have a minimum of two parachute riggers assigned.

b. Parachute Packing Waiver. Waivers will not be granted to allow parachute riggers to pack personnel or cargo parachutes without a qualified inspector. The main parachute of the MFF ram air parachute system and Tandem MTVS/MTTVS parachute systems are the only personnel parachute authorized to be packed by the jumper with a pack-in-process inspection by a ram air rigger. The parachute will be packed in accordance with technical manuals for that parachute. The person that packed the parachute, if not a qualified ram air rigger, will be the only person to jump that parachute. If the parachute is not jumped by the packer, the parachute will be repacked by the next jumper or a ram air parachute rigger. Former Military Free Fall Instructors who have received training and certification from Quartermaster School Fort Lee, Virginia may be granted a by name waiver by CMC, DC PP&O (POE), to pack main Ram Air parachutes for use by all personnel assigned to the former MFFI's parent command. This waiver must be current and remain on file at all times. When the former MFF Instructor detaches from that command this waiver is void.

c. Non Standard Parachute Equipment. Only COMMARCORSYSCOM is authorized to own and maintain non-standard research and development parachuting equipment. All non standard research and development parachute equipment owned by COMMARCORSYSCOM, will be packed, maintained, and stored in the paraloft by an MOS 0451, ram air pack qualified, parachute rigger with an FAA Senior or Master parachute rigger license. All non standard parachute equipment will be packed, maintained, and stored in accordance with FAA part 65, subpart F, and part 105 and the manufacturers instructions. The jumper may pack his main ram air parachute, with a Pack-In-Process inspection by the MOS 0451, ram air pack, FAA qualified Senior or Master parachute rigger.

d. Parachute Riggers for Detachments and MEU's. Detachments of more than 30 days duration intending to exercise an airborne capability must have a minimum of two riggers (MOS 0451) assigned. When multiple units with an airborne capability deploy together (i.e. MEU's), one rigger per unit will suffice, provided a total of at least two 0451 are present. Insure parachute riggers from the units have the proper qualifications to support all operations. Parachutes will not be sent without the proper qualified rigger and proper storage requirement met.

10. Parachute Loft Requirements. The climate control, maintenance and storage requirements for Parachute Life Support Equipment and Cargo Airdrop Equipment will

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be strictly maintained and stored IAW with all applicable equipment technical publications, TM 10-1670-201-23, FAA, part 65, and NAVAIR 13-1-6.2. Due to the safety hazard from improperly maintaining and storing Parachute Life Support Equipment and Cargo Airdrop Equipment, waivers for maintenance and storage requirements will not be granted. The use of humidity and temperature sensors will ensure compliance to the acceptable humidity/temperature range. The Paraloft will be well lit (50 to 100 lumes), and be of sufficient size to allow for the packing, maintenance, and storage of the parachutes, airdrop equipment, and airdrop platforms. The parachutes pack, maintenance and ready for issue storage areas will be physically separated. All airdrop equipment will be stored off the floor and maintained in a manner to prevent condensation, mold, mildew, high humidity, direct sunlight, rodent and insect infestations. The Parachute Life Support Equipment will be kept locked in a secure area at all times. Only authorized MOS 0451 personnel will be allowed access to the packed parachute assemblies. Drying towers and parachute shakeout poles will be made available for parachute drying, airing, and shakeout. In climates of high humidity, dehumidifiers will be installed in the towers to insure proper drying in a timely manner. In cold climates heaters will be installed in the towers to ensure proper drying. Parachute equipment when taken on deployments and ship will be locked in a secure area, and controlled by the parachute rigger. The parachutes and other airdrop equipment should be stored in containers such as a small sealable moisture proof box. Desiccant bags should be used inside the containers as a means of dehumidification and moisture control.

11. Parachute Safety Officer Duties. The parachute safety officer's responsibility is to supervise the overall safety of all parachute operations within the unit/activity. The unit/activity commander will appoint, in writing, a seasoned parachutist and Jumpmaster, preferably a commissioned officer as the parachute safety officer to supervise the operation of the paraloft, the maintenance of parachute equipment, and the training/certification of all parachutists, riggers, and jumpmasters. Detachments of more than 30 days duration intending to exercise an airborne capability must also have an assigned parachute safety officer. As the commander's special staff officer for parachuting, stability in this billet is essential. Therefore, assignments will be for no less than 6 months, except for shorter duration detachments.

12. Drop Zones. All drop zones used by Marine Corps personnel will have a current Drop Zone Survey or have a current tactical assessment. This includes all drop zones in the United States and Foreign countries.

13. Naval Safety Center

a. The Naval Safety Center, Norfolk, Virginia will conduct MCCDC funded inspections of the unit's parachute program a minimum of once every two years, or as directed by CMC. DC, PP&O (POE), CG, MCCDC (C 443/C 462), and/or COMMARCORSYSCOM (C21A) may accompany the inspection team as desired. It is the responsibility of the unit commander to adhere to inspection results and correct deficiencies per the inspection team's recommendations. Repeat discrepancies from the previous inspection and trends will be reported by the Naval Safety Center to DC, PP&O (POE), CG, MCCDC (C443), and COMMARCORSYSCOM (C21A) for Marine Corps-wide corrective/preventative action.

b. A copy of all malfunction reports, both personnel and equipment, and parachute equipment PQDR's will be directed to the Naval Safety Center, Tactical Operations, USMC Parachute Safety Analyst, (C 47), for review, analysis, and compilation within the time period outlined in MCO 13480.1B.

c. As directed by DC, PP&O (POE), and IAW MCO P5102.1 and this order, the Naval Safety Center, Tactical Operations, USMC Parachute Safety Analyst (C 47) will participate in the conduct of mishap investigations, providing technical and procedural expertise for class A, B, and selected C and D parachute, personnel, and airdrop equipment mishaps.

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14. Authorized MFF Units/Activities. Only the following type units/activities are authorized to conduct MFF operations, and to maintain appropriate equipment. Other units/activities with previously qualified MFF parachutists/Jumpmasters are authorized to permit those Marines to maintain proficiency and qualifications by training under permissive orders with authorized units/activities. Authorized MFF units include the following:

- a. Active and Reserve Component, Force Reconnaissance Companies/Detachments
- b. Active Component Reconnaissance Battalion's Deep Reconnaissance Platoons
- c. Ground Weapons Raid Reconnaissance Section/Test Facility, Marine Corps Systems Command (CBGR)
- d. Expeditionary Warfare Training Group, Amphibious Reconnaissance Branch

15. Authorized Round Static Line Parachute Units/Activities. Only the following type units/activities are authorized to conduct round static line parachute operations, and maintain appropriate equipment. Other units/activities with previously qualified round static line parachutists/Jumpmasters are authorized to permit those Marines to maintain proficiency and qualifications by training under permissive orders with authorized units/activities. Authorized round static line parachute units include the following:

- a. Active Component and Reserve Force Reconnaissance Companies
- b. Active and Reserve Component Reconnaissance Battalion's Deep Reconnaissance Platoons
- c. Active Component and Reserve Air Delivery platoons
- d. Radio Battalion
- e. Reserve Component ANGLICO units
- f. Ground Weapons Raid Reconnaissance Section/Test Facility, Marine Corps Systems Command (CBGR)
- g. Expeditionary Warfare Training Group, Amphibious Reconnaissance Branch

16. Authorized Ram-Air Static Line Parachute Units/Activities. Only the following type units/activities are authorized to conduct Ram-Air static line parachute operations and maintain appropriate equipment. Other units/activities with previously qualified Ram-Air static line parachutists/Jumpmasters are authorized to permit those Marines to maintain proficiency and qualifications by training under permissive orders with authorized units/activities. Authorized Ram-Air static line parachute units include the following:

- a. Active and Reserve Component Force Reconnaissance Companies
- b. Active and Reserve Component Reconnaissance Battalion's Deep Reconnaissance Platoons.
- c. Ground Weapons Raid Reconnaissance Section/Test Facility, Marine Corps Systems Command (CBGR)
- d. Expeditionary Warfare Training Group, Amphibious Reconnaissance Branch

17. Authorized Tandem Master Parachute Units/Activities. Only the following type units/activities are authorized to conduct Tandem Master parachute operations with the MTSV, MTTB, MTTVS, and maintain appropriate equipment. Other units/activities with previously qualified Tandem Masters are authorized to permit

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those Marines to maintain proficiency and qualifications by training under permissive orders with authorized units/activities. Authorized Tandem Master parachute units include the following:

- a. Active Component Force Reconnaissance Companies
- b. Active Component Reconnaissance Battalion's Deep Reconnaissance Platoons
- c. Ground Weapons Raid Reconnaissance Section/Test Facility, Marine Corps Systems Command (CBGR)

18. Joint Technical Airdrop Group (JTAG)

a. Per MCO 13483.1, the charter of the JTAG is to provide guidance and direction for all inter-service activities related to the development and fielding of airdrop systems and aircraft provisions for airdrop. The JTAG has the following specific responsibilities:

(1) Conduct inter-service technical coordination during formulation and execution of the DOD Airdrop Program.

(2) Monitor the respective Service in-house and contract airdrop programs to prevent duplication of efforts.

(3) Promote joint development and testing programs.

(4) Provide operational commands and users of airdrop systems and techniques with jointly developed technical information to assist in the preparation of future requirements.

(5) Resolve problems by obtaining agreement between the R&D and logistics elements of the Services.

b. COMMARCORSYSCOM (CBGR) will represent the Marine Corps in the JTAG by soliciting Operating Forces input, attending meetings/conferences, and disseminating information as appropriate.

19. Directives, Doctrinal Publications, and Modifications. Due to the numerous publications and changes that govern airborne operations, COMMARCORSYSCOM will publish a required publications listing that will be updated on a semiannual basis. This order, all parachute related MCWP's, equipment TM's, and rigging FM's will be strictly adhered to. This listing will be posted on the Naval Safety Center Web site at:

<http://www.safetycenter.navy.mil/ashore/tactical/parachuting.htm> All units will have a Standard Operating Procedure (SOP) for Parachute Operations. SOP's should address the unit's specific areas that are not addressed in current doctrinal publications. They should also reference doctrinal publications for detailed procedures. SOP's should not restate entire doctrinal publications, as doctrine changes this will create conflicts with unit SOP's. When writing SOP's, current doctrine and this order will be strictly followed.

20. Quality Assurance and Tool Control Procedures. All parachute life support equipment will be strictly maintained IAW the equipment applicable technical manuals. A Quality Assurance (QA) program will be established to ensure the proper maintenance of parachute life support equipment. Qualified QA personnel will be assigned in writing by the commanding officer. A tool control program will be established to ensure proper tool control. Tools will be accounted for at the end of each equipment maintenance function and parachute repack. Tool control logbooks and weekly inventories of parachute packing tools will be maintained. Temporary packing pins and other small tools that are used when packing parachutes will have a yellow or red two-foot flag attached.

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21. Rest and Sleep. Parachute operations are high-risk operations. Risk level and the probability of mishaps increases when parachutists, jumpmasters and riggers do not get sufficient rest. All personnel directly involved with parachute life support equipment to include parachutists will be afforded eight hours of uninterrupted sleep within a 24-hour period. No personnel directly involved with parachute operations shall consume alcohol within 12 hours of parachute operations. Only drugs prescribed by a flight surgeon are authorized during parachute operations.

22. Parachute Pack-In-Process Inspector. The pack-in-process inspector for all parachutes (personnel and cargo) must be a Cpl and above. A minimum of one-year experience as a qualified MOS 0451 parachute rigger is required. They must be current and actively working in the 0451 MOS. The pack-in-process inspector will ensure that all parachutes have been inspected in strict accordance with the parachutes technical manual. Before being certified as a pack-in-process inspector for personnel a minimum of 50 personnel parachutes must be packed for the type to be certified to inspect. Before being certified as a pack-in-process inspector for cargo a minimum of 25 cargo parachutes must be packed for the type to be certified to inspect. The pack-in-process inspector will be recommended by the Paraloft Chief, assigned in writing by the commanding officer and will be reviewed and recertified annually. A waiver may be granted for an LCpl with one-year packing experience. The LCpl pack-in-process inspector must be granted a waiver that must be initiated by the Paraloft Chief and approved by the first LtCol in the chain of command.

23. C-130 Over the Ramp Static Line Parachute Operations. All units that are authorized to conduct static line parachute operations, are authorized to conduct over the ramp operations with the C-130 aircraft. All procedures will be strictly followed IAW the MCWP 3-15.7.

24. Deliberate Water Parachute Operations. Deliberate water parachute operation is a means of amphibious insertion into an area of operations for reconnaissance units. Reconnaissance units should conduct this training on a regular basis. For safety purposes the guidelines below will be strictly adhered to. All other procedures will be strictly followed IAW the MCWP 3-15.7.

a. DZSO Boat. The DZSO boat will be separate from the recovery boats. All boats required for the operation will be on station with the engines running prior to the release of parachutists.

b. Recovery Boats for Jumpers. A minimum of one power driven recovery boat is required for every three parachutists being dropped on the same pass. Parachutist recovery boats must have an inflatable boat or ladder rigged along side if they have a freeboard of more than three feet and/or the boats do not provide an easy platform for recovery of personnel. Boats assigned as personnel recovery platforms may only be used to assist in the recovery of airdropped equipment after all parachutists have been recovered. The boat coxswain's only duty is to navigate the boat. The boat coxswain cannot act as the safety swimmer or corpsman.

c. Recovery Boats for Equipment. A minimum of one power driven boat is required for two equipment platforms dropped on the same pass. Equipment recovery boats are to be used in the recovery of equipment parachutes and platforms. Recovery boats assigned to recover jumpers do not meet this requirement when jumpers and equipment are on the same pass. Equipment recovery boats must be large enough to recover cargo parachutes and platforms. The boat coxswain's only duty is to navigate the boat. The boat coxswain cannot act as the safety swimmer or corpsman.

b. Safety Swimmers. A minimum of one safety swimmer is required to be on board each recovery boat. The safety swimmer must have fins, facemask, knife, and an inflatable life preserver. The safety swimmers will be

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used to recover personnel, equipment, and assist parachutists as needed. The safety swimmer cannot be additionally assigned as the boat coxswain or corpsman. The safety swimmer will be qualified parachutists and shall be qualified, at a minimum of CWS1. Safety swimmer will attend pre-jump training for intentional water jumps with parachutists.

c. Parachutist Requirements. Parachutists must be a CWS1 or higher prior to making a water parachute drop. Parachutists will be current Static line or Free Fall jumpers IAW MCWP 3-15.6 or MCWP 3-15.7 prior to making water jumps. Pre-jump training for intentional water jumps will be done at a minimum of once every six months by all parachutists involved in water jumps in accordance with MCO 1510.88. An individual's first water jump, must be done during the day and without combat equipment.

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DIVING POLICY AND ADMINISTRATION

1. General. The U.S. Navy is the Executive Agent for all diving operations within DoD. Therefore, U.S. Navy doctrinal publications and regulations as listed in this enclosure, paragraph 10, will be adhered to unless superseded by this Order, U.S. Marine Corps doctrinal publications, or other regulations. Requests to waive any criteria or for any permanent changes will be submitted via the chain of command to DC, PP&O (POE) for validation and incorporation in paragraph 10.
2. Pre-Qualification Training. Unit commanders who are authorized to conduct diving operations are required to conduct screening and training programs for unit Marines selected to attend entry-level courses. Such programs will be conducted by a certified diving supervisor, and may include orientation with open-circuit SCUBA equipment. Trainees are not authorized to breathe compressed air during the preparatory training. These programs are intended to foster excellence and to preclude those Marines who may not possess the appropriate levels of self-discipline, physical qualification and stamina, and/or mental aptitude to successfully complete the course of instruction. Marines enroute to units with diving missions who have been selected for attendance at the basic combatant diver qualification course should also attend any available unit-screening program.
3. Qualification Training. Only institutions and courses of instruction approved by CG, Training Command (C 472) may conduct qualification training for Marine combatant divers. The Marine Corps Combatant Diver Course, Course ID N20L6H1 is designated as the sole course for training and qualifying Marines in Self Contained Underwater Breathing Apparatus (SCUBA) and Underwater Breathing Apparatus (UBA) Systems. Units are not authorized to conduct a transition course to a Combatant Diver qualification. A Marine who is SCUBA qualified from a prior approved CG, Training Command course can attend the closed circuit portion of Marine Corps Combatant Diver Course to receive the qualification as a Combatant Diver.
4. Post-Qualification Training. Diving training will be governed by NAVSEA 0910-LP-708-8000, MCO 1510.88B, and this Order.
5. Maintenance of Qualification
 - a. There is no minimum training requirement for a Marine once trained and designated as a U.S. military diver. However, for any Marine assigned to a combatant diving billet, qualification extends for a period of 6 months. The below minimum standards must be met before the 6-month period lapses in order to maintain currency and comply with the requirements in the DODFMR for special pay for combatant diving duty. Re-qualification training may be conducted at any unit/activity authorized to conduct combatant diving operations.
 - (1) A diver will be considered re-qualified for a 6-month period, commencing the date the previous qualification would have lapsed, when the requirements described in paragraph b below are conducted within the period of previous qualification.
 - (2) If re-qualification dives are conducted within 1 year of the date the previous qualification lapsed, the diver shall be considered qualified for a 6-month period extending from the date re-qualification is accomplished.
 - (3) If diving qualification has lapsed for more than 1 year, but less than 5 years, the diver may perform the required re-qualification dives only after successfully completing the physical screening in accordance with the U.S. Navy Manual of the Medical Department (NAVMED P-117) and approval of the Commanding Officer. The diver shall be considered qualified for a 6-month period from the date re-qualification is accomplished.

ENCLOSURE (3)

(4) If diving qualification has lapsed for more than five (5) years, the diver must successfully complete the medical physical screening in accordance with the U.S. Navy Manual of the Medical Department (NAVMED P-117) and undergo a refresher training course, approved by CG, Training Command (C472), consisting of all the appropriate classroom and practical application portions of training at the Marine Corps Combatant Diver Course, Panama City, FL. The combatant diver shall be considered qualified for a 6-month period after successfully completing the previously mentioned Course of Instruction.

b. Marine Corps diver re-qualification is based on the required level of proficiency of the diving billet assigned, as well as the duties performed by the designated diver during each respective qualification period. The following tables prescribe qualification/requalification requirements for various diving qualified personnel:

Marine Corps Re-qualification Procedures

DIVE BILLET DESIGNATION	PERFORM DIVES 6 MO. PERIOD	SUPERVISE DIVES 6 MO. PERIOD	IAW TABLE	NOTE
Diving Supervisor	2	2	1	a
Combatant Diver	4	0	1 or 2	b,c,d,e

Table 1 (Closed Circuit Profile)

TYPE DIVE	MINIMUM DISTANCE
Day	1000 Meters
Day	1,500 Meters
Night	1000 Meters
Night	1,500 Meters

Table 2 (Combat Surface Swim Profile)

TYPE SWIM	DISTANCE
DAY COMBAT EQUIPMENT	8000 Meters

NOTES:

a. Must attend a local combat diver supervisor Professional Military Education seminar (PME) every 6 months. Dives must be closed circuit accordance with Table 1. Supervise open or closed circuit dives.

b. Any diver performing a training mission profile dive including a turtleback portion followed by a closed circuit dive with a combined surface/subsurface distance equal to or greater than the total combined distances in day and night outlined in Table 1 will be considered qualified for the respective re-qualification period.

c. Divers combining the distance requirements outlined in Table 1 during any singular or series of dives may be considered qualified for the respective re-qualification period provided that the total combined distance in day and night outlined in Table 1 is completed before the end of the qualification period.

d. A training or contingency mission where the insertion includes a closed circuit entry into the target area will meet re-qualification requirements.

e. When operational contingencies preclude the use of closed circuit diving equipment, the Commanding Officer may approve one mission profile or a series of mission profiles of open water combat surface swims with equipment in accordance with Table 2 for a substitute of the required dives outlined in Table 1. The total combined distance for mission profiles will total 8000 meters as outlined in Table 2, and will be completed before the end of the qualification period. This will count as diver re-qualification for one 6-month period only. This profile may not be conducted during two consecutive qualifying periods.

ENCLOSURE (3)

6. Combat Diving Supervisor Duties/Qualification Certification. The diving supervisor is responsible for the training of divers and for direct supervision of all diving operations. Commanders who are authorized to maintain diving lockers may conduct in-house diving supervisor training. A command generated Job Qualification Record (JQR) will be employed. A sample JQR is included as enclosure (5). Once qualified, all diving supervisors will be certified annually in accordance with MCO 3502.2A. Diving supervisors who have not been certified for over 5 years must attend qualification training again. Detachments of more than 30 days duration with a diving capability must have a minimum of two diving supervisors assigned.

7. Diving Officer Duties. The diving officer's primary responsibility is the safe conduct of all diving operations within the unit/activity. The unit/activity commander will appoint in writing a diving officer. The diving officer will be a commissioned officer or Marine GySgt and above that is a certified diving supervisor. The diving officer will supervise the operation of the unit/activity diving locker, the maintenance of diving equipment, and the training/certification of all divers, diving equipment technicians, and diving supervisors. Detachments of more than 30 days duration with a diving capability must also have an assigned diving officer. As the commander's special staff officer for diving, stability in this billet is essential. Therefore, assignments should be for no less than 6 months, except for shorter duration detachments.

8. Recompression Chambers. For the safety of personnel, the availability of a recompression chamber within 6 hours must be confirmed before all peacetime diving operations are conducted. Lines of communication and modes of transportation must be clearly established and verified prior to commencement of diving operations. In emergencies, deployments, or combat, fleet submarines or portable systems, if coordinated beforehand, may fulfill this requirement.

9. Diving Safety Center Inspections. The Naval Safety Center, Norfolk, VA will conduct MCCDC funded inspections of each diving locker at least annually for units without a Master Diver, but units with a Master Diver every 2 years. Representatives from the unit/activity's command, DC, PP&O (POE), CG, MCCDC (C 443/C 462), and/or COMMARCORSYSCOM (C2IA) may accompany the survey team as desired. It is the responsibility of the unit commander to adhere to survey results and correct deficiencies per the survey team's recommendations. Repeat discrepancies from the previous inspection and trends will be reported by the Naval Safety Center to DC, PP&O (POE), CG, MCCDC (C443) and COMMARCORSYSCOM (C 2IA) for Marine Corps-wide corrective/preventative action.

10. Directives and Instructions, Doctrinal Publications, and Modifications

a. MCO 1510.88B, Individual Training Standards (ITS) System for Marine Corps Special Skills - Volume 3

b. MCO 3502.2A, Marine Corps Special Skills Certification Program

c. MCO 3501.10A, Marine Corps Combat Readiness and Evaluation Standards for MEU(SOC) (MCCRES)

d. OPNAVINST 3150.27 Series, Navy Diving Program (Advisory Only)

e. NAVSEAINST 3150.1, Navy Diving Program (Advisory Only)

f. NAVSEAINST 3151.1, Diving and Manned Hyperbaric System Certification Program (Only applicable to commands with LAR V UBA, Fixed Air Systems and, or Recompression Chambers.)

ENCLOSURE (3)

g. NAVSEALTR 10560 SER 00C/3112, NAVSEA/00C ANU, Diving Equipment
Authorized for Navy Use

h. NAVSEAINST 10560.3, Diving Alterations on Diver Life Support Systems
and Equipment (Only applicable to commands with LAR V UBA, Fixed Air Systems,
and or Recompression Chambers)

i. Marine Corps Technical Instruction (TI) 10560-14, Maintenance and
Accountability for U.S. Marine Corps Dive Lockers

j. NAVSEA 0910-LP-708-8000, U.S. Navy Diving Manual

k. FMFM 7-45/TC 31-25, Special Forces Waterborne Operations

l. NAVSEA SS521-AA-MAN-010, US Navy Diving & Manned Hyperbaric System
Certification Manual (Only applicable to commands with LAR V UBA, Fixed Air
Systems, and or Recompression Chambers.)

m. OPNAV 3120.32B (art. 630.17 & art. 630.18), Standard Organization and
Regulations of the U.S. Navy (Equipment Tagout Bill and Diving Bill)

n. OPNAV 4790.4C, Ships Maintenance and Material Management (3M) Manual

o. OPNAV 5100.19 Vol. 1 & 2, Navy Occupational Safety and Health (NAVOSH)
Program Manual for Forces Afloat

p. NAVSEA Diving Advisory (AIG 239)

q. NAVSAFECEN Diving Safety Lines Messages (AIG 7702)

r. NAVSAFECEN Diving Safety Lines

ENCLOSURE (3)

SAMPLE PERMISSIVE ORDERS FORMAT

3500
Date

From: Commanding Officer
To:

Subj: DUTY ASSIGNMENT ORDERS (PERMISSIVE)

Ref: (a) MCO 3500.20A

1. Per the reference, you are hereby authorized to participate in parachute/dive training on a permissive basis, effective this date and until you are discharged, released, or transferred from this command, or are no longer physically qualified to participate.

2. You are hereby informed that these orders are issued with the understanding that such participation is voluntary, your services can be spared by your unit, that you meet medical and physical requirements, and that your participation is at the convenience of the command providing the support for such activities. Acceptance of these permissive orders is not to be considered as orders from competent authority for entitlement to special or incentive pay.

//s//_____

FIRST ENDORSEMENT

1. Received these orders at _____
on _____ and accept them on a voluntary basis.

//s//_____

ENCLOSURE (4)

DEC 21 00

SAMPLE COMBAT DIVING SUPERVISOR JOR

3500

Date

MEMORANDUM

From: Diving Officer

To: Unit Divers

Subj: MARINE COMBATANT DIVERS INDIVIDUAL QUALIFICATION STANDARDS

Ref: (a) MCO 3500.20A, Marine Corps Parachuting and Diving
Policy and Program Administration
(b) U.S. Navy Diving Manual

Encl: (1) Dive Systems Qualification
(2) QA Worker Qualification
(3) Chamber Crew Qualification
(4) SCUBA Diving Supervisor Qualification
(5) Closed Circuit Diving Supervisor Qualification
(6) Sample Diving Supervisor Designation Letter

1. Purpose. The Marine Combatant diver "Individual Qualification Standards" (IQS) provides the Commanding Officer the assurance that all divers in the unit have been properly indoctrinated and trained. It also provides a reference to newly arrived divers as for the standards they must meet before obtaining different qualifications within the unit. This IQS will be integrated into the unit Standard Operating Procedures (SOP). It will be a progressive and challenging method of qualification for all diving positions within the unit. This IQS will ensure that only prepared, safe, qualified, and motivated Marines fill key positions on each applicable dive station.

2. The following qualifications are:

a. Dive Systems Operator. Demonstrate thorough knowledge of the command diving systems, to include as a minimum: Function, normal operating parameters, emergency procedures, and safety features associated with each system. It is the first step in qualifying as a diving supervisor, and mandatory for all divers.

- (1) HP Air Compressors
- (2) Oxygen Transfer Pump Station (OTPS)/Haskel Pumps
- (3) Recompression Chamber (TRCS)

b. QA Worker. Specific qualification requirements for unit divers assigned to positions where performing maintenance of diving equipment is required. Ref. (a) provides a basic guidance for specific qualifications of maintenance personnel. Additionally, this portion of the IQS would require each diver to demonstrate a knowledge of reentry control forms and procedures applicable to command diving systems.

c. Chamber Operator. Recompression Chambers. Each diver will operate all chamber crew stations as stated in Ref. (b) before being assigned as a member of a chamber crew during command diving operations.

d. SCUBA Diving Supervisor. Specific qualification requirements for prospective command open circuit SCUBA diving supervisors. Upon completion of this qualification and designation by the Commanding Officer, the diver will be authorized to supervise open circuit dives.

ENCLOSURE (5)

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e. Closed Circuit Diving Supervisor. Specific qualification requirements for prospective command closed circuit UBA (MK-25 MOD 2) diving supervisors. Upon completion of this qualification and designation by the commanding officer, the diver will be authorized to supervise closed circuit dives.

3. Enclosures (1) through (5) detail the specific requirements. Only the Diving Officer, or personnel authorized by him in writing, may sign-off a candidate's qualification sheet.

(Diving Officer)

ENCLOSURE (5)

BASIC DIVE SYSTEM OPERATOR

Name: _____ Date: _____ Platoon: _____

Date Commenced: _____ Date Completed: _____

1. Prerequisites. Qualified Diver

2. Practical Factors. Demonstrate a thorough knowledge of the following systems, to include as a minimum: Function, normal operating parameters, emergency procedures (if applicable), and safety features associated with each system.

a. High Pressure Air Compressor:

(1) Checks before startup	_____	_____
	Signature	Date
(2) Startup Procedures	_____	_____
	Signature	Date
(3) Charging Rate	_____	_____
	Signature	Date
(4) Moisture Separator	_____	_____
	Signature	Date
(5) Emergency shutdown	_____	_____
	Signature	Date
(6) Charging Procedures	_____	_____
	Signature	Date
(7) Log Procedures	_____	_____
	Signature	Date

b. Oxygen Transfer Pump System:

(1) Define O2 Safe Procedures	_____	_____
	Signature	Date
(2) Setup Procedures	_____	_____
	Signature	Date
(3) Startup Procedures	_____	_____
	Signature	Date
(4) Operational Procedures	_____	_____
	Signature	Date
(5) Shutdown Procedures	_____	_____
	Signature	Date
(6) Emergency shutdown	_____	_____
	Signature	Date
(7) O2 Charging Rate	_____	_____
	Signature	Date

c. Portable Haskel Pump:

(1) Checks Before startup	_____	_____
	Signature	Date
(2) Charging Rate	_____	_____
	Signature	Date

(3) Setup Procedures

Signature

Date

(4) Startup Procedures

Signature

Date

(5) Emergency shutdown
Procedures

Signature

Date

(6) Oxygen Safe Procedures

Signature

Date

d. TRCS:

(1) Charging O2/Air Procedures

Signature

Date

(2) BASIC Operation

Signature

Date

(3) Setup Procedures

Signature

Date

(4) Shutdown Procedures

Signature

Date

(5) O2 Analyzer setup

Signature

Date

(6) Communication Operation

Signature

Date

(7) Pass Oral Board Exam

Signature

Date

Copy to:
Dive Locker
SRB

ENCLOSURE (5)

QA WORKER QUALIFICATION

Name: _____ Date: _____ Platoon: _____

Date Commenced: _____ Date Completed: _____

1. Prerequisites

Qualified Diver
Dive Systems Qualified

2. Instructions

Organization and Responsibilities

a. Explain the general organizational structure of the unit Quality Assurance Organization.

b. Explain the general responsibilities and duties of the following:

(1) Quality Assurance Officer	_____
	QA Supervisor
(2) Quality Assurance Supervisor	_____
	QA Supervisor
(3) Quality Assurance Inspector	_____
	QA Supervisor
(4) Work Center Supervisor	_____
	QA Supervisor
(5) Work Center QA Worker	_____
	QA Supervisor

c. Reentry Control:

(1) With regard to reentry control, demonstrate familiarity, location, and use of the following:

(a) Systems and Components Technical Manuals	_____
	QA Supervisor
(b) Certification Manuals for Chambers and OTPS	_____
	QA Supervisor
(c) Reentry Control Logs	_____
	QA Supervisor

d. Execute a Reentry Control Form under supervision of:

(1) QA Supervisor	_____
	QA Supervisor

e. Recommended for Work Center QA Worker:

QA Supervisor

f. Qualified as QA Worker for unit:

QA Supervisor

Copy to:
Member
Dive Locker
SRB

ENCLOSURE (5)

CHAMBER CREW QUALIFICATION

Name: _____ Date: _____ Platoon: _____

Date Commenced: _____ Date Completed: _____

1. Prerequisites

Qualified Diver
Dive Systems Qualified
QA Worker Qualified

2. Practical Factors

a. Perform two neurological examinations:

DMO/MDV/SARIDC

DMO/MDV/SARIDC

b. Demonstrate proficiency by participating in two Sham Treatments in all chamber stations:

(1) Outside Tender

Chamber Supervisor

(2) Logs

Chamber Supervisor

Chamber Supervisor

(3) Communication

Chamber Supervisor

Chamber Supervisor

(4) Inside Tender

Chamber Supervisor

DMO/MDV

DMO/MDV

(5) Chamber Supervisor

MDV

MDV

c. Demonstrate diving casualty treatment expertise by passing an oral board chaired by the Diving Officer, DMO/MDV, and one qualified diving supervisor. The board should include:

Treatment Tables
Treatment of Pulmonary Over inflation Syndromes
Treatment of Decompression Sickness
Recon Company diving system

Diving Supervisor

Diving Officer

MDV

Copy to:
Member
Dive Locker
SRB

ENCLOSURE (5)

SCUBA DIVING SUPERVISOR QUALIFICATION

Name: _____ Date: _____ Platoon: _____

Date Commenced: _____ Date Completed: _____

1. Purpose. To record certification signatures by designated qualifiers who, by their signature, certify the prospective supervisor has attained the knowledge and skill level required to perform as a supervisor. Diving Supervisors who have previously qualified at this command will maintain their diving supervisor status. This form will be used to obtain any additional qualifications not previously qualified in.

2. Prerequisites

Qualified Diver
Dive Systems qualified
QA Worker qualified
Chamber Operator qualified

3. Practical Factors. To obtain a signature the candidate must successfully complete the specific line item.

a. Plan, brief, supervise, and debrief two dives, under instruction, (one day, one night, where applicable) in each of the following SCUBA dive stations:

(1) Pool

Diving Supervisor

(2) Open Water Ocean
Compass Swim

Day/Diving Supervisor

Night/Diving Supervisor

(3) Search Project

Day/Diving Supervisor

Day/Diving Supervisor

b. Pass an oral exam on the safety precautions, and discussion of emergency procedures for possible diving casualties.

Master Diver

c. Obtain training from Dive Locker in proper check out, care, and maintenance of SCUBA equipment.

Dive Locker NCOIC

d. Pass an oral board chaired by the Command Dive Officer, DMO/MDV, and one command qualified diving supervisor.

Diving Supervisor

DMO/MDV

Diving Officer

4. Recommended as Command Open Circuit Diving Supervisor.

Diving Officer

ENCLOSURE (5)

CLOSED CIRCUIT DIVING SUPERVISOR QUALIFICATION

Name: _____ Date: _____ Platoon: _____

Date Commenced: _____ Date Completed: _____

1. Purpose. To record certification signatures by designated qualifiers who, by their signature, certify the prospective supervisor has attained the knowledge and skill level required to perform as a supervisor. Diving Supervisors who have previously qualified at this command will maintain their diving supervisor status. This form will be used to obtain any additional qualifications not previously qualified in.

2. Prerequisites

Qualified Combat Diver
Basic Dive Systems qualified
QA Worker qualified
SCUBA Diving Supervisor
Chamber Operator qualified

3. Practical Factors. To obtain a signature the candidate must successfully complete the specific line item.

a. Plan, brief, supervise, and debrief one dive, under instruction, in each of the following dive stations:

(1) Pool

Diving Supervisor

Diving Supervisor

(2) Open Water Ocean

Day/Diving Supervisor

Night/Diving Supervisor

(3) Open Water Ocean

Day/Diving Supervisor
Combat Equipment

Night/Diving Supervisor
Combat Equipment

b. Display your knowledge in safety precautions, and discussion of emergency procedures for possible diving casualties.

DMO/MDV

Diving Officer

c. Obtain training from Dive Locker NCOIC in proper check out, care, and maintenance of Closed Circuit equipment.

Dive Locker NCOIC

d. Pass an oral board chaired by the Command Dive Officer, DMO/MDV, and one command qualified diving supervisor.

Diving Supervisor

DMO/MDV

CO 3500.20A

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Diving Officer

4. Recommended as Command Open Circuit Diving Supervisor.

Diving Officer

ENCLOSURE (5)